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10 AUG 1964

MEMORANDUM FOR: Chief, Administrative Staff, O/DD/I

SUBJECT: ORR Career Service Publications and
Related Papers

REFERENCE: Memorandum for Deputy Directors dated 22 July
1964 from the Director of Personnel, Subject:
Review of Career Management Activities

1. Attached are copies (both current and obsolete) of various Career Board Policy Statements, internal Regulations and Notices, and other miscellaneous materials, all of which pertain to present and past career management activities in the Office of Research and Reports. These materials are for your information and forwarding to the Director of Personnel in compliance with the referenced memorandum.

2. The following documents and materials are attached:

Tab A - Office Regulation 20-11, dated August 1964, Subject: ORR CAREER BOARD; and preceding but now obsolete issuances covering essentially the same subject.

Tab B - Career Board Policy Statements Nos. 5 and 6.

Tab C - Office Notice 20-58-6, dated 14 May 1964, Subject: COMPETITIVE EVALUATION PANELS; and preceding but now obsolete notices on this same subject.

Tab D - Office Regulation 20-58, dated 5 April 1963, Subject: ORR PROMOTION POLICIES AND PROCEDURES (currently in process of revision); and preceding but now obsolete regulations covering essentially the same subject.

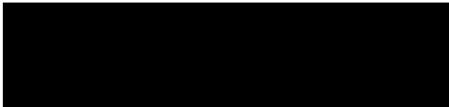
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- Tab E - Office Regulation 18-1, dated 28 August 1962,
Subject: TRAINING OF PROFESSIONAL EMPLOYEES;
and preceding but now obsolete regulations and
notices pertaining to training in ORR and
related matters.
- Tab F - Office Regulation 20-10, dated 25 August 1955,
Subject: TRANSFERS FROM NONPROFESSIONAL TO
PROFESSIONAL POSITIONS.
- Tab G - Memoranda for all ERA Professional Personnel,
dated 17 December 1962 and 28 August 1963
pertaining to training of ERA personnel.
- Tab H - Training Objectives. Consists of a schedule
of optimum training for the various categories
of personnel in each ORR component. These
objectives were developed as a guide to super-
visors for the orderly training of their per-
sonnel. Although never formally issued, these
objectives represent the types of training many
ORR components attempt to schedule for their
personnel.


Chief, Administrative Staff, ORR

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Attachments:

Tabs A through H (w/original only)

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